

DINEDOR PARISH COUNCIL

Minutes of a meeting of the Parish Council held on 15th May 2018, at Dinedor Village Hall

Present: Cllr. Duncan Green
Cllr. Nick Austin
Cllr. Julia Over
Cllr. Suzanne Penny
Cllr. Chris Smart

In attendance: Liz Kelso Clerk/RFO
8 members of the public

030/2018 Election of Chairman

It was proposed by Councillor N. Austin and seconded by Cllr. S. Penny that Councillor D. Green be elected Chairman of the Parish Council to hold office for the forthcoming year. The resolution was carried unanimously. Councillor Green signed a Declaration of Acceptance of Office.

031/2018 Apologies, declarations of interest and requests for dispensation

There were no declarations of interest and no requests for dispensation.

032/2018 Election of Vice Chair

It was proposed by Councillor D. Green and seconded by Councillor J. Over that Councillor Penny be elected Vice Chair of the Parish Council to hold office for the forthcoming year. The resolution was carried unanimously.

033/2018 Parish Council representatives

The following Parish Council representatives were elected:

- Footpaths Officer: Duncan Green & Ian Stead
- Village Hall representative: Julia Over
- HALC representative: To be confirmed for each event

034/2018 Minutes of the meeting held on 20th March 2018

It was agreed that the Chairman be authorised to sign the Minutes of the meeting held on 20th March 2018 as a true record of proceedings at that meeting.

034/2018 Clerk's Report

There were no items for the Clerk's Report that were not addressed elsewhere on the agenda.

035/2018 Financial Matters

035.1 Payments

Payments totalling £21,083.91, as detailed on the attached schedule, were approved. The Clerk was instructed to ensure that any conditions have been complied with in respect to the request for payment of the agreed grant to the Village Hall for the new extension, prior to release of the cheque.

035.2 Account balances

The Clerk presented the bank reconciliation as at the date of the meeting and an account balance of £23,457.11 was noted.

035.3 Standing Order Payments

It was agreed that standing order payments in favour of the Clerk and HMRC be amended to reflect a small increase in the National Scale rates for Local Authority Clerks as confirmed by the National Association of Local Councils, with effect from 1st April 2018. The instruction to the bank was signed by Cllr. Austin and Cllr. Green accordingly.

035.4 Data Protection Registration

Renewal of the Registration with the Information Commissioner's Office was confirmed.

035.5 Financial Report for the year ended 31.3.2018

As documents have not yet been returned by the Internal Auditor, this item was deferred until the next meeting.

035.6 Internal Audit Report

The Internal Audit Report for the year ended 31st March 2018 has not yet been received. This item was deferred to the next meeting.

035.7 External Audit

Members noted that although the preliminary figures suggest that the parish council falls within the category of local authorities that are exempt from a basic review by external auditors as neither income nor expenditure exceed £25,000 for the year, it was felt that the basic review offers residents additional confirmation that the parish council is financially well managed. It was therefore agreed to request a basic review for the year ended 31st March 2018.

035.8 Annual Governance Statement for the year ended 31.3.2018

This item was deferred to the next meeting.

035.9 Annual Accounting Statements for the year ended 31.3.2018

This item was deferred to the next meeting.

35.10 Submission of the Annual Governance and Accountability Return for the year ended 31.3.2018

This was deferred to the next meeting.

35.11 Funding Request for improvements to Dinedor Outdoor Centre

A request for funding towards a large project to include remedial work at the Outdoor Centre and some new paths, a refurbished classroom etc. was discussed. Members noted that the application had been received outside of the Parish Council usual window for applications. However, It was agreed to consider this request, subject to receipt of accounts in the usual manner, at the next meeting.

It was further agreed that Cllrs. Austin and Smart with the Clerk meet with the Trustees of the Outdoor Trust to look at further ways of supporting the work of the Outdoor Centre.

35.12 Parish Council Insurance Renewal

Members noted that the invitation to renew the parish council insurance policies had been received too late for members to consider before the meeting. It was therefore agreed that this item be deferred to an extraordinary meeting at a date to be confirmed. Members further noted that the renewal information provided by brokers Came & Company did not include comparative quotes as required under our Financial Regulations.

036/2018

Dinedor Camp

36.1 Report from Camp Steering Group

Ian Stead, as Chair of the Dinedor Camp Steering Group, had provided an update on the progress of the work at Dinedor Camp during the Annual Parish Meeting earlier, stressing how the community volunteers and community payback team were working to clear scrub and open views around the Camp area.

36.2 Draft Deed of Variation

Noting the draft Deed of Variation prepared by the Parish Council solicitor, members felt the wording did not adequately reflect the request simply to transfer the responsibility to insure the majority of the buildings on site from the Parish Council to the tenants. The Clerk was requested to discuss this with the solicitor and report back to the next meeting.

36.3 Use of Wood by Dinedor Outdoor Centre

It was agreed that wood from the tree that fell onto the toilet block at the Outdoor Centre can be used by the Outdoor Centre if they so wish to raise funds or for other purposes.

037/2018

Planning Matters

37.1 Applications now due for consideration

None

37.2 Planning Applications under permitted development

None

37.3 Other planning matters

There were no decisions notified since the last meeting.

Members noted a proposal by the Planning Authority to issue an enforcement notice on a property for failure to seek permission for change of use.

038/2018

Data Protection

Members noted that the working party established to consider the implications of the General Data Protection Regulations had met and were reviewing areas for consideration under a general data audit in preparation for the introduction of the GDPR. Further investigation will be required with regard to data held as part of the function of the website before a final action plan can commence. It was noted that there has been an amendment to the Data Protection Bill to the effect that Parish and Town Councils will now not be required to appoint a Data Protection Officer but can do so if the nature of their work suggests it would be prudent to do so. This will be considered further by the working party in due course.

039/2018

Standing Orders

It was agreed to adopt revised Standing Orders as attached to these Minutes to reflect recent changes in legislation with regard to Data Protection and Transparency in particular.

040/2018

Meeting Dates

It was agreed that meetings would continue to be held on the third Tuesday of every other month with the next ordinary meeting being Tuesday 17th July. However it was noted that an extraordinary meeting will be convened as soon as possible to agree the Annual Governance and Accountability Return, the Deed of Variation, insurance renewal and any other matters requiring urgent attention on a date to be agreed.

There being no further business, the Chairman declared the meeting closed at 9.00pm

Dinedor Parish Council
Meeting to be held on Tuesday 15th May 2018
Agenda item 7.1
Schedule of Payments approved at the meeting

Payee	Detail	Minute Ref.	Net	VAT	Total Payment
E. Kelso	Petty Cash reimbursement - ICO annual fee + newsletter + stationery		£ 102.96	£ 4.99	£ 107.95
Dinedor Village Hall	Room Hire		£ 120.00	£	£ 120.00
Dinedor Village Hall	Grant, as agreed		£ 2,500.00	£	£ 2,500.00
SM Stanley Builders Ltd.	Repairs to Dinedor Outdoor Centre in accordance with insurance claim		£ 15,057.30	£ 3,011.46	£ 18,068.76
Dinedor Outdoor Centre	Costs associated with repairs to Centre in accordance with insurance claim		£ 287.20	£	£ 287.20
Total payments this month: (excluding salaries)					£ 18,067.46 £ 3,016.45 £ 21,083.91